



CITY OF HOUSTON

Job Posting

1	Applications accepted from:	ALL PERSONS INTERESTED
2	Job Classification	Human Resources Specialist
3	Posting Number	PN# 107582
4	Department	Human Resources
5	Division	Benefits
6	Section	Eligibility
7	Reporting Location	611 Walker, 4 th floor
8	Workdays & Hours	M – F, 8 AM -5 PM*
		*Subject to change

9 **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**
Ensure that callers and departmental liaisons are informed about available benefits when an employee is disabled for a period of time or when there is a death.
Determine and contact beneficiaries for life insurance as needed.
Process life insurance claims and send to carrier.
Facilitate assignment of life insurance proceeds when requested.
Process LTD claims and send to administrator.
Process LTD administrator's fee payment and audit billing for benefits to be paid.
Process Accrued Leave Donation requests.
Other tasks as assigned.

10 **WORKING CONDITIONS:**
There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

11 **MINIMUM EDUCATIONAL REQUIREMENTS:**
Requires a Bachelor's degree in Business Administration, Social Sciences, Liberal Arts or other related field...

12 **MINIMUM EXPERIENCE REQUIREMENTS:**
One (1) of related professional Human Resource experience is required. Pertinent human resources experience at the professional level may be substituted for the educational requirement on a year for year basis.

13 **MINIMUM LICENSE REQUIREMENTS**
None

14 **PREFERENCES**
Preference will be given to candidates with related benefits experience; proficiency in Microsoft Word and Excel; excellent communication skills; good mathematical ability; ability to coordinate multiple tasks.

15 **SELECTION/SKILLS TESTS REQUIRED**
None

16 **SAFETY IMPACT POSITION** ☐Yes ☒No
If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION**
Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range – Pay Grade 17
\$992 - \$1,698 Biweekly \$25,792 - \$44,148 Annually

18 **OPENING DATE** November 9, 2005

19 **CLOSING DATE** Open Until Filled

20 **APPLICATION PROCEDURES**
Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, Garden Level. **For application status inquiries please call (713) 837-9302.** All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. **TDD (Telephone Devise for the Deaf) is (713) 837-9471.**

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